

Education

# **Military Personnel Requirements for Civilian Education**

Headquarters  
Department of the Army  
Washington, DC  
3 March 1992

**Unclassified**

# ***SUMMARY of CHANGE***

AR 621-108

Military Personnel Requirements for Civilian Education

This change--

- o Throughout--
- o a. Revises the regulation to reflect the new policies and procedures pertaining to the validation process of positions where Advanced Civil Schooling or Training with Industry is essential for optimum performance of duty.
- o b. Deletes all references to the Army Educational Requirements Board (AERB) and changes the name to: Army Educational Requirements Systems (AERS).
- o c. Places authority for validation of positions with the major Army commands, agencies, and/or activities.

--Revises and retitles DA Form 2654-R (Army Educational Requirements System (AERS) Request), to reflect system rather than board (chap 3).

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Effective 3 April 1992

Education

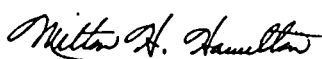
## Military Personnel Requirements for Civilian Education

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By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication was last revised on 1 May 1985. Since that time, permanent Change 1 has been issued. As of 3 February 1992, that change remains in effect. This UPDATE printing incorporates that change into the text. This UPDATE printing also publishes a Change 2. The portions being revised by this change have not been highlighted.

**Summary.** This regulation, which governs policies and procedures for military personnel

requirements for civilian education and Training with Industry, has been revised. This revision deletes all references to the Army Educational Requirements Board (AERB) and places authority for validation of positions with the major Army commands, agencies, and/or activities.

**Applicability.** This regulation applies to all agencies, activities, and major Army commands directly under or dependent upon headquarters, Department of the Army, for personnel support. It does not apply to general officers, lieutenants, and Army Medical Department personnel, nor the Army National Guard and the U.S. Army Reserve.

**Proponent and exception authority.** Not applicable

**Army management control process.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of forms other than DA forms are prohibited, with-out prior

approval from HQDA (DAPE-MPO), WASH, DC 20310-0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPO), WASH DC 20310-0300.

**Distribution.** Distribution of this publication is made in accordance with the requirements of DA Form 12-09-E, block number 2258, intended for command level C for Active Army, none for the Army National Guard, and U.S. Army Reserve.

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\*This regulation supersedes AR 621-108, 12 September 1977.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation prescribes the procedures for identifying, validating, and filling positions where Advanced Civilian Schooling (ACS) or Training with Industry (TWI) is essential for optimum performance of duties for—

- a. Commissioned officer personnel with graduate degrees or graduate level training.
- b. Warrant Officer personnel with Bachelors or Masters degrees.
- c. TWI participants with specialized training.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) will establish policies and procedures to—

- (1) Ensure a validation process occurs for officer positions where graduate education is essential for optimum performance of duty.
- (2) Fill validated positions with personnel who have received appropriate ACS or TWI as required by the position.

b. Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) will—

- (1) Consolidate all validated positions received from major Army commands (MACOMs), agencies, and/or activities.
- (2) Manage the data base of validated positions.
- (3) Manage the assignments of officers trained to fill validated positions.

(4) Provide each MACOM, agency, and/or activity a listing of validated positions with Army Educational Requirements System (AERS) control number.

c. Heads of requesting agencies will—

(1) Review their requirements for positions for which the incumbent must possess a graduate or undergraduate degree, or TWI experience. Requirements for ACS and TWI are not interchangeable.

(2) Submit requests for validation, revalidation, deletion, or major and minor changes, as required, through appropriate proponent for review and recommendation prior to MACOM, agency, and/or activity making the final decision on the action requested.

d. Proponents will—

(1) Review positions submitted for validation or revalidation and conduct a force structure review to identify similar positions worthy of validation in other Army organizations.

(2) Recommend approval or disapproval of positions submitted for validation.

(3) Participate as members of AERS.

e. MACOMs, agencies, and/or activities will—

(1) Conduct the AERS process.

(2) Review and consolidate all positions received from proponents.

(3) Validate those positions where ACS or TWI is essential for performance of duty.

(4) Forward DA Form 2654-R (Army Educational Requirements System (AERS) Request), of approved positions to PERSCOM.

(5) Furnish listings of approved positions to requesting agencies and proponents.

### 1-5. General

a. The program outlined in this regulation is designed to satisfy Army requirements for graduate education. Organizational requirements, identified and validated under this regulation, result in a graduate education plan to satisfy those requirements. However, the approval of a position as AERS does not directly result in the

education and assignment of an officer to fill that position. Because authorizations frequently change and graduate study requires 18-24 months, the graduate education program cannot fill specific positions in this manner. Officers entering graduate school in 1991 to satisfy valid requirements established in 1990 will not be available for assignment until 1993.

b. The funded graduate education plan, which results from organizational requirements, is designed to develop an inventory of officers with the requisite education credentials to satisfy AERS requirements in a branch or functional area Army-wide; not to fill a specific position. Therefore, graduate educated officers are assigned to any vacant, validated AERS positions for which they are qualified.

c. Officers who participate in funded graduate education, study in specific, directed academic disciplines. While the academic discipline studied is an assignment consideration following graduation, officers are assigned by grade and branch or functional area in accordance with the Officer Personnel Management System (OPMS) philosophy, not the academic discipline in which they were educated.

d. All participants in the AERS should refer to appendix B for yearly submission time lines and requirements.

## Chapter 2 Determination of Requirements

### 2-1. General

a. The determination of requirements begins by requesting agencies reviewing their organizations in order to identify positions where advanced civilian schooling (Bachelors degree for certain warrant officer positions), is essential for optimum performance of duties. Such positions require detailed, thorough, and explicit knowledge in an educational or technical field. This knowledge enhances unit preparedness for mobilization, staff planning, coordination, and command advisory functions. It includes the capability to comprehend theories, principles, terminology, processes, and techniques necessary for efficient appraisal, evaluation, and revision of complex programs. This review should also ensure that the schooling requirements cannot be satisfied through Civilian Education Short Course Training, or through the Army School System. (See AR 621-1, chap 5, sec IV, and DA Pam 351-4, respectively.)

b. Graduate education at the grade of captain and major provide the officer the necessary skills to meet specific position requirements, which are generally narrow in scope and deep in technical application. This scope tends to broaden as one advances to the grade of colonel where primarily executive leadership duties prevail. At the colonel level, the officer's professional development has been complemented by graduate education, functional and professional military schooling, and a vast degree of military experience. PERSCOM annually develops civilian schooling input, by specialty and academic discipline, at the grade of captain so as to create an inventory of officers at all grades, who possess knowledge to satisfy AERS requirements.

c. Excepted positions (as defined in the glossary) will not be requested under the provisions of this regulation unless the position requires additional graduate education.

### 2-2. Requesting agencies

Requests for AERS positions will be compiled and submitted by Department of the Army (DA) Staff agencies, MACOMs, and other Army activities where requirements exist for Army officer personnel with graduate level education within Department of Defense (DOD) agencies. These agencies will also submit requests in order to develop a sufficient training program to support all requirements imposed upon the Army.

### 2-3. Identification of positions

a. Commissioned officer positions will be identified by branch or

functional area, grade, civilian education level (CEL), (Masters or Ph.D.), and appropriate academic code. (See AR 680–29.)

*b.* Positions should not be identified for validation that require captains to have education to the doctorate level. Normally captains do not have sufficient service to have accomplished both their required military professional development and achieve this educational level.

*c.* Warrant officer positions will be identified by military occupational specialty (MOS), CEL (Bachelors or Masters), and appropriate three-letter academic discipline code. (See AR 680–29.)

*d.* Advanced civilian schooling requirements must always support a position's primary function. Position primary functions are represented by the branch or functional area. In determining the appropriate academic discipline for a position, requesting agencies must ensure that the academic discipline requested supports the branch or functional area authorized for the position.

## **Chapter 3**

### **The Army Educational Requirements System Review**

#### **3–1. General**

*a.* The AERS review ensures that positions that require incumbents to possess an advanced education degree (commissioned officers), or bachelors degree (warrant officers) are reviewed for validation.

*b.* The annual review serves the following purposes:

(1) Allows for the detailed review of positions approved on an interim basis.

(2) Encourages the identification of new positions, not previously considered for validation.

(3) Provides a forum in which proponents can identify fields of study or emerging technologies of value to the Army.

*c.* The procedures detailed in paragraphs 3–2 and 3–3 apply to submission of requests for validation of AERS positions in preparation for the annual AERS. Paragraph 3–4 discusses the procedures to be used for submitting requests for interim validation.

#### **3–2. Request preparation**

*a.* Organizations will review their requirements for positions in which the incumbent must possess a graduate degree (commissioned officer), or bachelor/graduate degree (warrant officer). They will submit requests for validation of positions through appropriate proponent to MACOM, agency, and/or activity. Requests will consist of a separate DA Form 2654–R for each position. A cover letter will be used to transmit all requests and will include—

(1) The total number of positions for which validation is requested.

(2) A listing of positions approved on an interim basis for which final validation is requested.

*b.* All requests must be made on DA Form 2654–R. Requests will consist of a separate DA Form 2654–R for each position. A copy of DA Form 2654–R is located at the back of this regulation and may be reproduced locally on 8½ by 11 inch paper. (See fig 3–1 for instructions on completing this form and for AERS positions.)

*c.* Commands or supervisory echelons reviewing requests will ensure adequacy, completeness and accuracy of the cover letter and DA Forms 2654–R. Commands must also consider the mission essentialness of positions being recommended for validation. Particular attention will be directed toward consistency in degree and academic discipline requirements for like positions in similar units, agencies, and activities (i.e., if a G–5 position in the 1st Infantry Division is validated as an AERS position for a FA 39 officer, G–5 positions in Divisions with the same table of organization and equipment (TOE) should also be validated).

*d.* Requesting agencies will forward all requests to the appropriate proponent for review in preparing for the annual AERS review.

Proponents will review all requests and forward them to the appropriate MACOM, agency, and/or activity with a recommendation for approval or disapproval on each request.

#### **3–3. Validation**

*a.* Each proponent will identify any positions where civilian schooling is necessary for optimum performance of duties, based upon a review of the requests for validation, an analysis of the force structure, and an analysis of officer professional development patterns.

*b.* During the annual AERS review, the proponent will recommend those positions determined as worthy of validation. Any discrepancies between MACOM, agency, and/or activity and proponent will be resolved prior to notifying PERSCOM of validation results. The final approval authority is the MACOM, agency, and/or activity. When the final validation process has been completed, each MACOM, agency, and/or activity will forward the results to PERSCOM attaching a copy of the DA Form 2654–R and a listing of the approved positions.

*c.* CG, PERSCOM will assign each approved position an AERS control number which will be the position's identifying number as long as it is an approved position. The unit's authorization document must reflect each approved position in The Army Authorization Document System (TAADS). This will be accomplished by the requesting activity in accordance with AR 310–49.

#### **3–4. Interim validations**

Interim validations are reserved for positions that result from an agency's establishment or significant upgrade in mission between annual reviews. These positions require immediate validation as AERS positions. Interim validations are temporary, and all positions approved on an interim basis will be submitted to the next scheduled AERS review for final validation. Agencies will submit all requests for interim validation through the appropriate proponent for review and recommendation of approval or disapproval to the MACOM, agency, and/or activity responsible for validation of the positions. Procedures outlined in paragraph 3–3*b* will be followed. A cover letter will address the extraordinary reasons for the interim validation, to include the impact of delaying validation until the next AERS review.

#### **3–5. Periodic reports (RCS TAPA–8(R1))**

*a.* Position deletion.

(1) Position deletions occur as a result of—

(a) The civilianization of a military position.

(b) A table of distribution and allowances (TDA) change that eliminates the position.

(c) A determination that the requirement for an AERS position no longer exists.

(2) Position deletions will be reported by forwarding a DA Form 2654–R through appropriate channels, to include the proponent, to the MACOM, agency, and/or activity. The AERS validated position number will be placed in the appropriate block at the top of the form and deletion block checked. Signatures are required. When the signed DA Form 2654–R is received at PERSCOM the position will no longer be an AERS validated position and “K” type requisitions will not be processed to fill it.

*b.* Major change. A major change is one that affects the AERS position, not the incumbent, as defined below:

(1) Grade—a reduction of grade requirement one grade level (major to captain), an increase of grade requirement two grade levels (captain to lieutenant colonel or major to colonel), or a change from commissioned to warrant officer or vice versa.

(2) Branch, functional area, or MOS.

(3) Civilian education level.

(4) Academic discipline—major changes in academic discipline require concurrence by the proponent to ensure the discipline supports the primary function of the position. Major changes will be reported to the appropriate MACOM, agency, and/or activity using DA Form 2654–R. The validated position number will be placed in appropriate block at the top of the form. Signatures are required.

*c. Minor changes.* A change, other than those listed in paragraph 3–5*b* (e.g., paragraph and line number change) is considered a minor change.

*d. Incumbent changes.* Any change of incumbent or significant

change in incumbent data, such as anticipated rotation date, will be reported through channels to Commander, PERSCOM.

*e. Resource managers.* Resource managers are not to make TDA changes that will affect AERS positions without prior approval from the MACOM, agency, and/or activity responsible for validating their positions.

*f. Other.* MACOMs, agencies, and/or activities will forward reports to CG, PERSCOM quarterly.

ARMY EDUCATIONAL REQUIREMENTS SYSTEM (AERS) REQUEST				REQUIREMENTS CONTROL SYMBOL TAPA-8	
For use of this form, see AR 621-108; the proponent agency is ODCSPER				FOR PERSCOM USE ONLY AERS NUMBER :	
Items 1 through 36e. below are to be completed by the requesting /preparing Command or Agency. After taking appropriate action, the approving Command/Agency will forward the completed form to PERSCOM, TAPC-OPB-D, Alexandria, VA 22331-0411.					
1. THRU (Proponent) (Include Zip Code) U.S. Army Signal Center and School ATTN: ATZH-POO Ft Gordon, GA 30905-5000		2. TO (Approving Command or Agency) (Include Zip Code) Commander, USAISC ATTN: AS-PER-APO Ft Huachuca, AZ 85613-5000		3. FROM (Preparing Command or Agency) (Include Zip Code) Commander, USAISSDCL ATTN: ASBIL-MSA Ft Lee, VA 23801-6065	
POSITION DATA					
4. REASON FOR REQUEST (Check one) <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change <input type="checkbox"/> Deletion			5. CIVILIAN EDUCATION LEVEL <input type="checkbox"/> BA <input checked="" type="checkbox"/> MA <input type="checkbox"/> PhD <input type="checkbox"/> TWI		
6. MACOM CODE CZ	7. UIC W3BDAA	8. IARC VL	9. TDA CCNUM 0291	10. PARA/LN 001/01	
11. DISC CUG	12. GRADE 06	13. BRANCH NA	14. FA 53B	15. MOS NA	
16. SKILL		17. POSITION TITLE Commander/Director			
18. POSITION DUTY DESCRIPTION Logistics Systems Commands largest U.S. Army software development organization; directs software design, development, testing, fielding, and lifecycle support; principal information systems advisor to senior U.S. Army logisticians.					
POSITION INCUMBENT DATA					
19. NAME OF INCUMBENT (Last, First, MI) BOWERS, JAMES T.		20. SSN 112-23-3445		21. GRADE 06	22. DEGREE Masters
23. DEGREE OBTAINED CODE A	24. DISCIPLINE CODE CUG	25. YR DEGREE OBTAINED 80	26. DATE ASSIGNED TO POSITION 8801	27. DTAV 9201	
28. BRANCH 14	29. FA 53	30. MOS NA	31. SKILL NA	32. NAME OF TWI INDUSTRY NA	
33. JUSTIFICATION Has overall responsibility for the planning, directing and controlling the design, development, testing and extension activities associated with the assigned STAMIS. Commands the largest software development organization in the U.S. Army. Graduate school is necessary to provide the degree of expertise and management needed.					
34. RECOMMENDED AREAS OF STUDY Information/Software Engr Computer Networking			36a. PRINTED NAME AND GRADE SAMUAL J. BROWN, LTC		
35. REMARKS Decision Theory/Computer Ctr Opns Mgmt Info Systems Pers Mgmt and Organ Behavior			36b. TITLE Admin Officer		
			36c. SIGNATURE <i>Samuel J. Brown</i>		
			36d. PHONE NUMBER XXX-XXXX	36e. DATE MM/DD/YY	
37a. PROPONENT RECOMMENDATION <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR <input type="checkbox"/> CONCUR W/CHANGE			38a. MACOM/AGENCY/ACTIVITY ACTION <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED W/CHANGE		
37b. PRINTED NAME, GRADE, AND TITLE A.J. ADAMS, MAJ, ADJUTANT			38b. PRINTED NAME, GRADE, AND TITLE GEORGE R. WATTS, COL DCSPER		
37c. PHONE NUMBER XXX-XXXX	37d. DATE MM/DD/YY		38c. PHONE NUMBER XXX-XXXX	38d. DATE MM/DD/YY	
37e. REMARKS			38e. REMARKS		

DA FORM 2654-R, JAN 92

REPLACES DA FORM 2654-R, MAR 86 WHICH IS OBSOLETE

Figure 3-1. Sample of a completed DA Form 2654-R

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Legend for Figure 3-1;  
*Instructions for completing DA Form 2654-R*

**AERS.** Number at top of form. This block will be completed at PERSCOM only after validation of a position.

**(1) THRU** Address of Proponent Headquarters.

**(2) TO** Address of Approving Command or Agency.

**(3) FROM** Address of Preparing Command or Agency.

#### POSITION DATA

**(4) REASON FOR REQUEST.** Check the appropriate block for the reason the request is being submitted.

New Position—New requirement and does not have an AERS position number.

Change—Position approved as AERS and change(s) meet the criteria outlined in para 3-5b.

Deletion—Position must be AERS. Examples of why positions are deleted are given in para 3-5a.

**(5) CIV ED LEVEL.** Civilian education level (CEL). Check the appropriate block to indicate the particular academic level of education or training required: (WO positions cannot be validated below the bachelors level or above the masters level.)

BA—Bachelors Degree

MA—Masters Degree

PHD—Doctorate Degree

TWI—Training with Industry

**(6) MACOM CODE.** Enter the appropriate major command code contained in AR 614-185.

**(7) UIC.** The Unit Identification Code in which the position is authorized on the current authorization document. (See AR 310-49.)

**(8) IARC.** The Installation or activity requisition code for the unit in which the position is authorized from current authorization document. (See AR 310-49.)

**(9) TDA CCNUM.** From the current authorization document. (See AR 310-49.)

**(10) PARA/LN.** Paragraph and line number from current authorization document. (See AR 310-49.)

**(11) DISC.** Use a three-letter code contained in AR 680-29.

**(12) GRADE.** Grade authorized the position from current authorization document. (See AR 310-49.)

**(13) BRANCH.** Enter the branch/area of concentration (i.e. 11A, 25C, 92G) for the position from the authorization document. Branch Immaterial positions code (01A, 02A, 03A, 04A) may be used in this space.

**(14) FA.** Enter functional area and area of concentration code (i.e. 44A, 49A, 97B) for the position from the authorization document.

**(15) MOS.** Military occupational specialty. From current authorization document.

**(16) SKILL.** The code that identifies specific skill from current authorization document.

**(17) POSITION TITLE.** Enter exact title of position as it appears in current authorization document. (See AR 310-49.)

**(18) POSITION DUTY DESCRIPTION.** Give a brief description of duties for the position, emphasizing specific functions to be performed by the individual filling the position.

**(19) NAME OF INCUMBENT.** Self-explanatory.

**(20) SSN.** Self-explanatory.

**(21) GRADE.** Self-explanatory.

**(22) DEGREE.** Degree possessed by incumbent.

**(23) DEGREE OBTAINED CODE.** Method by which an individual obtained the degree. Enter the appropriate code as defined below:

A—Fully Funded Program

B—Degree Completion Program

C—Advanced Degree Program for ROTC Instructor Duty (ADPRID)

D—Cooperative Degree Program

E—Off-duty Education

F—ROTC Delayed Entry

G—Other

**(24) DISCIPLINE CODE.** Academic discipline possessed by incumbent. (See AR 680-29)

**(25) YEAR DEGREE OBTAINED.** Enter the year the incumbent was awarded the degree.

**(26) DATE ASSIGNED TO POSN.** Date the incumbent was assigned to the organization: enter year and month (i.e. 9310).

**(27) DATV.** Date of Availability, date an officer is available for reassignment, normally 3 years from the assigned date. Enter year and month (i.e. 9310).

**(28) BRANCH.** Branch of incumbent.

**(29) FA.** Functional area of incumbent.

**(30) MOS.** Military occupational specialty of incumbent (Warrant Officers Only).

**(31) SKILL.** If the position requires a specific skill, indicate incumbent's, otherwise leave blank.

**(32) NAME OF TWI INDUSTRY.** Name of industry where individual received the training.

**(33) JUSTIFICATION.** Brief explanation of why the specific level of education or training is requested and why the academic discipline chosen is appropriate.

**(34) RECOMMENDED AREAS OF STUDY.** Specific areas of study, recommended by the requesting agency, required to support the position. For TWI positions, identify the type of industry and specific training desired.

**(35) REMARKS. (36a through 36e) PREPARING UNIT AUTHENTICATION**  
Provide the necessary authentication. Signature and phone numbers are required.

**(37a through 37e) PROPONENT RECOMMENDATION.** Check the appropriate line. If the recommendation is approved with change, indicated the change(s) on the form under the remarks section. A signature is required.

**(38a through 38e) MACOM/AGENCY/ACTIVITY ACTION.** Check appropriate line. If you do not concur in the request being validated, check disapproved and return the form to the preparing unit.

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**Figure 3-1. Instructions for completing DA Form 2654-R**

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## Chapter 4 Utilization of Personnel

### 4-1. General

*a.* Officers who received an advanced degree through an Army Civil Schooling Program are required to serve in an AERS validated position for 36 months.

*b.* All officers with advanced civilian degrees are eligible for assignment to AERS validated positions. In addition to those who receive an advanced degree through an Army civil schooling program, also included are officers who—

- (1) Entered active duty with an advanced degree.
- (2) Acquire an advanced degree on their own after entry into the Army.

### 4-2. AERS utilization tour

*a. Initial tour.* DOD policy specifies that officers who attend advanced civilian schooling for 12 months or more will serve an initial utilization tour in positions validated for graduate education. This utilization will be for 36 months and will normally occur immediately following such education, but not later than the second tour. This policy applies to both DA fully funded and partially funded programs. Personnel who serve a dependent restricted or all other tours (12–24 months) for their initial tour are required to serve the remaining months (to total 36 months) in a valid AERS position on their subsequent tour. The initial utilization tour will normally occur at the captain or major level.

*b. Subsequent tours.* DOD policy states that officers with advanced civilian education degree will serve in as many subsequent AERS utilization assignments as Army requirements and professional development considerations will permit. Subsequent utilization assignments will occur primarily at the lieutenant colonel and colonel level and will be in AERS validated positions.

### 4-3. Personnel requisitions

Personnel requisitions to fill validated ACS positions are “K” type, DA Special requisitions. They will include the AERS position number. AERS requisitions will be submitted in accordance with AR 614–185. Requisitions for military personnel possessing graduate level education will not be considered valid with the AERS position number. Assignment orders will indicate the specific AERS validated position number in which utilization will be performed.

### 4-4. Personnel deferrals

The Commanding General, PERSCOM is the approval authority for all requests for deferral from initial AERS utilization assignments, except for officers in the Judge Advocate General Corps (JAGC) and the Chaplain’s Corps. PERSCOM will exercise deferral authority for reasons such as attendance at certain military schools or selection for command. Initial AERS utilization assignments for JAGC and Chaplain Corps personnel will be deferred only as directed by The Judge Advocate General or Chief of Chaplains, as appropriate.

### 4-5. Personnel diversions

*a. Initial AERS tours.* The diversion of an officer from an initial AERS utilization assignment is an indication that the position may not justify the expense, in time and money, to educate an individual to fill the position. The gaining command has the responsibility to ensure that officers assigned against validated AERS positions are properly utilized (see para 4-2). Failure to properly use AERS assets on their initial utilization tour may result in cancelling the validation of the AERS position and/or the reassignment of the officer. Additionally, an officer who is diverted from his or her initial AERS assignment (unless the diversion is to another AERS validated position) for which the officer is qualified will lose utilization credit for the period of the diversion. The officer will complete the remainder of his or her initial utilization tour immediately following the diversion. Upon assignment of an AERS asset (for an initial utilization tour) to a validated position, no further requisitions

for a replacement for that position will be honored for a period of 36 months or until the asset is reassigned by HQDA.

*b. Subsequent AERS tours.* In consideration of individual professional development and priority organizational requirements, it may become necessary for commands or agencies to divert an individual from serving a subsequent tour in a validated AERS position. While such diversions do not constitute misuse of the officer, they do place the vacated AERS position in jeopardy of cancellation. Commands and agencies who divert officers from subsequent utilization in an AERS position should be aware that requisitions to fill the vacated position may not be filled due to a lack of officer distribution plan (ODP) support or the availability of assets.

### 4-6. Personnel curtailment

*a.* The Commanding General, PERSCOM will exercise approval authority for all requests for curtailment of initial AERS utilization, except for officers in the JAGC and the Chaplain’s Corps. Curtailment of JAGC and Chaplain personnel will be done only as directed by The Judge Advocate General or The Chief of Chaplains, as appropriate. Approval by PERSCOM of the curtailment request will—

(1) Authorize the reassignment of the AERS asset as the command/agency desires.

(2) Create an AERS position vacancy for which a “K” type requisition can be submitted.

*b.* Commands or agencies desiring to curtail an officer from AERS utilization will submit a request in writing to CG, PERSCOM (TAPC–OPB–D) with a justification for the curtailment.

*c.* PERSCOM will fill AERS positions so vacated, provided the position is ODP supported and assets are available for assignment. Officers who receive curtailment of their initial AERS utilization will complete the remainder of the utilization (to 36 months) at the next available opportunity.

## Chapter 5 Training with Industry

### 5-1. General

TWI is a graduate level non-degree producing program. It is designed to provide training and/or skills in industrial procedures and practices not available through existing military or advanced civilian schooling programs. Officers selected to participate in the TWI program receive training for 1 year in the civilian sector and serve in positions that require interaction with the private sector on a routine basis. The skills obtained must be applicable to the officer’s immediate follow-on assignment. TWI validated positions are not interchangeable with ACS validated positions.

### 5-2. Identification of positions

*a.* Requesting agencies must review their organizations in order to identify positions where TWI experience is essential for optimum performance of duties. Such positions require detailed, thorough, and explicit knowledge in a technical field. This knowledge enhances unit preparedness for mobilization, staff planning, coordination, and command advisory functions. This review should also ensure that the training requirements cannot be satisfied through Civilian Education Short Course Training, or through the Army School System. (See AR 621–1, chap 5, sec IV, and DA Pam 351–4, respectively.)

*b.* TWI positions require the officer to interact with the private sector on a routine basis. These positions will be identified by branch, functional area, MOS or skill, and grade. If the requesting command or agency desires to specify an academic discipline that describes the technical requirements of the position, a three-letter discipline code may be used on DA Form 2654–R. (See para 2–3a.)

### 5-3. Request preparation

*a.* Requests for TWI positions will be compiled and submitted by DA Staff agencies, MACOMs, and other Army activities. Where

requirements exist for Army officer personnel with TWI experience within DOD agencies, these agencies will also submit request in order to develop a sufficient training program to support all requirements imposed upon the Army.

b. All requests for TWI positions must be made on DA Form 2654-R; they will be submitted through channels to the appropriate MACOM, agency, and/or activity.

c. TWI positions will be requested similarly to AERS positions. The procedures outlined in figure 3-1 should be followed in completing a request for a TWI position.

d. Appropriate intervening commands or supervisory echelons will review requests submitted by preparing agencies to ensure adequacy, completeness, and accuracy of the DA Forms 2654-R. Commands must also consider the mission essentialness of positions being recommended for validation.

#### **5-4. Validation of TWI positions**

a. In conjunction with the annual AERS review, requests for TWI positions will be reviewed and validated.

b. Activities and commands which determine a need for TWI positions between annual reviews may submit a request for interim validation. Interim validations are temporary, and all positions approved on an interim basis will be submitted to the next scheduled annual review for final validation. All requests for interim validation will be submitted through channels to MACOM, agency, and/or activity, using a DA Form 2654-R. A cover letter will address the extraordinary reasons for the interim validation.

c. When the final validation process has been completed, each MACOM, agency, and/or activity will forward the results to PERSCOM attaching a copy of the DA Form 2654-R and a listing of the approved positions. The unit's authorization document must reflect each approved position in TAADS. This will be accomplished by the requesting activity in accordance with AR 310-49.

#### **5-5. TWI utilization**

a. All TWI programs are graduate level, non-degree producing, but participants incur the same obligation for utilization as advanced civilian schooling participants. Officers completing TWI positions for an initial tour of 36 months. This utilization will occur immediately following training. Initial utilization may be at the grades of captain through colonel, but will normally be at the grade of captain or major.

b. Officers with TWI experience will serve subsequent assignments in positions requiring TWI training, based upon Army requirements and professional development considerations. Subsequent assignments to TWI positions will normally occur at the lieutenant colonel and colonel level.

c. The gaining command has the responsibility to ensure that officers assigned against approved TWI positions are properly utilized. Failure to properly use TWI officers on their initial utilization tour may result in cancelling the validation of the TWI position and/or reassignment of the officer. Additionally, an officer who is diverted from his or her initial TWI assignment (unless the reassignment is to another TWI position for which the officer is qualified) will lose utilization credit for the period of the diversion. The officer will complete the remainder of his or her initial utilization tour immediately following the diversion.

d. Upon assignment of a TWI officer (for an initial utilization tour) to an approved position, no replacement for that position will be assigned for a period of 36 months or until the officer is reassigned by HQDA.

e. The CG, PERSCOM is the approval authority for all requests for deferral from initial TWI utilization assignments. PERSCOM will exercise deferral authority for reasons such as attendance at certain military schools, or selection to command.

f. The CG, PERSCOM will exercise approval authority for all requests for curtailment of initial TWI utilization assignment. Commands or agencies desiring to curtail an officer's initial TWI utilization assignment will submit a request in writing to CG, PERSCOM (TAPC-OPB-D) with a justification for the curtailment. Officers

who receive curtailment of their initial TWI utilization assignment will complete the remainder of the utilization (to 36 months) at the next available opportunity.

#### **5-6. TWI requisitions**

Personnel requisitions to fill approved TWI positions are "MI" type, DA Special Requisitions. In order to ensure that TWI positions are properly filled with trained officers, commands and agencies must comply with the provisions of paragraph 5-7.

#### **5-7. Periodic TWI reports (RCS TAPA-8 (R1))**

Periodic reports are required from commands and agencies with approved TWI positions in order to ensure that the positions are filled with properly trained officers. Periodic reports include—

a. Position deletion.

(1) Position deletions occur as a result of—

(a) The civilianization of the position.

(b) A TDA change that eliminates the position.

(c) A determination that the requirement for a TWI position no longer exists.

(2) Position deletions will be reported by forwarding a DA Form 2654-R through appropriate channels, to include the proponent, to the MACOM, agency, and/or activity. The TWI validated position number will be placed in the appropriate block at the top of the form and the deletion block checked. Signatures are required. When the signed DA Form 2654-R is received at PERSCOM, the position will no longer be a TWI validated position.

b. *Major change.* A major change is one that affects the AERS position, not the incumbent, as defined below:

(1) Grade—a reduction of grade requirement one level (major to captain), an increase of grade requirement two grade levels (captain to lieutenant colonel or major to colonel), or change from commissioned to warrant officer or vice versa.

(2) Branch/functional area or MOS.

(3) Major changes will be reported directly to CG, PERSCOM. A signature is required.

c. *Incumbent changes.* Any change of incumbent or significant change in incumbent data, such as anticipated rotation date, will be reported through channels to CG, PERSCOM.

d. *Resource managers.* Resource managers are not to make TDA changes that will affect TWI positions without prior approval from the MACOM, agency, and/or activity responsible for validating their positions.

e. *Other.* MACOMs, agencies, and/or activities will forward reports to CG, PERSCOM quarterly.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 310-49**

The Army Authorization Documents Systems (TAADS). (Cited in para 3-3 and fig 3-1.)

#### **AR 611-101**

Commissioned Officer Specialty Classification System. (Cited in fig 3-1.)

#### **AR 614-185**

Requisitions and Assignments Instructions for Officers. (Cited in para 4-3.)

#### **AR 680-29**

Military Personnel, Organization, and Type of Transaction Code. (Cited in para 2-3 and fig 3-1.)

### **Section II Related Publications**

#### **AR 600-3**

The Army Proponent System.

#### **AR 611-112**

Manual of Warrant Officer Military Occupational Specialties.

#### **AR 621-1**

Training of Military Personnel at Civilian Institutions (Excluding AMEDD).

#### **AR 621-7**

Acceptance of Fellowships, Scholarships, or Grants.

#### **DA Pam 351-4**

U.S. Army Formal Schools Catalog.

#### **DA Pam 600-3**

Officer Professional Development and Utilization.

#### **DA Pam 600-11**

Warrant Officer Professional Development.

#### **RCS TAPA-8 (R1)**

Army Education Requirements System

### **Section III Prescribed Forms**

#### **DA Form 2654-R**

Army Educational Requirements System (AERS) Request. (Prescribed in paras 2-2, 3-2, and 5-3.)

### **Section IV Referenced Forms**

This section contains no entries

## **Appendix B Administrative Procedures for the Validation of Positions Requiring Graduate Education Under the AERS Submission Timelines and Requirements (yearly).**

### **B-1. Unit/activity responsibilities—NLT 1 October.**

- a.* Identify positions to be validated.

- b.* Document these positions on a DA Form 2654-R.
- c.* Forward to the proponent with the direct linkage to the Academic discipline or task.

### **B-2. Proponent Responsibilities—NLT 1 January.**

- a.* Consolidate all positions received from units/activities.
- b.* Review all positions submitted and concur/nonconcur or concur with change.
- c.* Forward DA Form 2654-Rs to appropriate MACOM, agency, and/or activity for final validation.
- d.* Maintain a copy of DA Form 2654-R for verification purposes.

### **B-3. MACOM, agency, and/or activity responsibilities—NLT 1 March.**

- a.* Consolidate all positions submitted by units/activities.
- b.* Review and validate or disapprove.
- c.* Forward the results of the validation process, in the form of a listing, with 1 copy of the approved, signed DA Form 2654-R to PERSCOM (TAPC-OPB-D), 200 Stovall Street, Alexandria, VA 22332-0411.
- d.* February–March—document all validated positions with a Standard Remarks Code (SRC) 96 for ACS and SRC 97 for TWI.

### **B-4. PERSCOM (Development Branch) responsibilities—NLT 30 May.**

- a.* Consolidate all validated positions received from MACOMs, agencies, and/or activities.
- b.* Assign AERS numbers.
- c.* Publish listing for distribution to MACOMs, agencies, and/or activities.
- d.* Compare TAADS with position listing for SRC 96 and 97.
- e.* NLT 1 September—distribute update roster reflecting all administrative changes and deletions submitted by MACOMs, agencies, and/or activities during the year.

## **Glossary**

### **Section I Abbreviations**

#### **ACS**

advanced civilian schooling

#### **AERS**

Army Educational Requirements System

#### **AMEDD**

Army Medical Department

#### **CEL**

civilian education level

#### **DA**

Department of the Army

#### **DCSPER**

Deputy Chief of Staff for Personnel

#### **DOD**

Department of Defense

#### **DTAV**

date of availability

#### **HQDA**

Headquarters, Department of the Army

#### **IARC**

Installation or Activity Requisition Code

#### **JAGC**

Judge Advocate General Corps

#### **MACOM**

major Army command

#### **MOS**

military occupational specialty

#### **ODP**

officer distribution plan

#### **OPMS**

Officer Personnel Management System

#### **PERSCOM**

United States Army Personnel Command

#### **ROTC**

Reserve Officers Training Corps

#### **SSI**

specialty skill identifier

#### **TAADS**

The Army Authorization Documents System

#### **TAPC**

U.S. Total Army Personnel Command

#### **TWI**

Training with Industry

#### **UIC**

Unit Identification Code

#### **WO**

warrant officer

### **Section II Terms**

#### **Army Educational Requirements System (AERS)**

An annual review system established under the direction of the DCSPER to identify and recommend all Army officer positions (less AMEDD) where civilian schooling or training with industry (non-degree producing) is essential for optimum performance of duties. The AERS also provides the means for determining the Army's annual advanced civilian schooling and training with industry requirements.

#### **AERS Assets**

a. Non-obligated AERS assets. Officers who have advanced civilian education degrees (and warrant officers with bachelors degrees) in academic disciplines that support their branch, functional area, or MOS.

Non-obligated AERS assets include—

(1) Officers who obtained their degrees on their own,

(2) Officers who obtained their degrees prior to entry on active duty,

(3) Officers who obtained their degree from a funded program and have completed one 36-month AERS utilization tour.

b. Obligated AERS assets. Officers who have obtained advanced civilian education degrees or training with industry under the provisions of AR 621-1 (fully-funded or partially funded), and have not completed a 36-month AERS utilization tour.

#### **Excepted positions**

Positions that must be filled by officers who hold a graduate degree as a requisite for commissioning; e.g., a law degree for those individuals commissioned as JAGC officers. These positions will not be requested under the provisions of this regulation. However, if these excepted positions require additional graduate training, e.g., Masters degree in International Law for a JAGC officer, they will be requested in accordance with para 3-3.

#### **Interim validation**

Temporary validation of a request. Must be fully justified as to why it cannot wait for the annually scheduled review cycle. Interim validations will be resubmitted for final validation during the next regularly scheduled AERS review.

#### **Proponent**

Member of the AERS who reviews requests for validation submitted by the field and conducts an analysis of the force structure, organizational mission, and officer professional development patterns.

#### **TWI assets**

Officers who receive training at an industry that results in a specialized technical skill not

sufficiently available through the military schooling system or degree-producing advanced civilian schooling programs.

#### **TWI Program Sponsor**

The Army staff office, or organizational headquarters, who is the technical expert for a given branch or functional area and serves as the liaison between the U. S. Army and the respective participating industry. Program sponsors are responsible for identifying position requirements and performing the validation function similar to a proponent. Identifies appropriate industries and assists them in the development of training programs to support Army needs.

#### **Validated positions**

Specific TDA positions that are reviewed by proponent and validated by the MACOM/agency/activity.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

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This index is organized alphabetically by topic and by subtopic within topic. Topics and subtopics are identified by paragraph number.

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# ARMY EDUCATIONAL REQUIREMENTS SYSTEM (AERS) REQUEST

REQUIREMENTS CONTROL SYMBOL  
TAPA-8

For use of this form, see AR 621-108; the proponent agency is ODCSPER

FOR PERSCOM USE ONLY  
AERS NUMBER :

Items 1 through 36e. below are to be completed by the requesting /preparing Command or Agency. After taking appropriate action, the approving Command/Agency will forward the completed form to PERSCOM, TAPC-OPB-D, Alexandria, VA 22331-0411.

1. THRU (Proponent) (Include Zip Code)	2. TO (Approving Command or Agency) (Include Zip Code)	3. FROM (Preparing Command or Agency) (Include Zip Code)
--	--	--

## POSITION DATA

4. REASON FOR REQUEST (Check one) <input type="checkbox"/> New Position <input type="checkbox"/> Change <input type="checkbox"/> Deletion			5. CIVILIAN EDUCATION LEVEL <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PhD <input type="checkbox"/> TWI	
6. MACOM CODE	7. UIC	8. IARC	9. TDA CONUM	10. PARA/LN
11. DISC	12. GRADE	13. BRANCH	14. FA	15. MOS
16. SKILL		17. POSITION TITLE		
18. POSITION DUTY DESCRIPTION				

## POSITION INCUMBENT DATA

19. NAME OF INCUMBENT (Last, First, MI)		20. SSN		21. GRADE	22. DEGREE
23. DEGREE OBTAINED CODE	24. DISCIPLINE CODE	25. YR DEGREE OBTAINED	26. DATE ASSIGNED TO POSITION	27. DTAV	
28. BRANCH	29. FA	30. MOS	31. SKILL	32. NAME OF TWI INDUSTRY	

33. JUSTIFICATION

34. RECOMMENDED AREAS OF STUDY		36a. PRINTED NAME AND GRADE	
35. REMARKS		36b. TITLE	
		36c. SIGNATURE	
		36d. PHONE NUMBER	36e. DATE
37a. PROPONENT RECOMMENDATION <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR <input type="checkbox"/> CONCUR W/CHANGE		38a. MACOM/AGENCY/ACTIVITY ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED W/CHANGE	
37b. PRINTED NAME, GRADE, AND TITLE		38b. PRINTED NAME, GRADE, AND TITLE	
37c. PHONE NUMBER	37d. DATE	38c. PHONE NUMBER	38d. DATE
37e. REMARKS		38e. REMARKS	



**Unclassified**

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